

CITY OF PIERRE
Capital Asset
Retire or Transfer

Capital Assets include land, buildings, building improvements, machinery, equipment, vehicles, computer hardware/software, and infrastructure with a useful life greater than 1 year and original cost equal to or greater than \$5,000.

Retire - Surplus, Sell, Dispose

Department Name

Asset Description

Serial # / VIN #

Color

Model or Product

Transfer to another Department

Date:

Transfer From Department:

Transfer To Department:

Finance Use:

Commission Date:

Asset Number:

Asset Cost:

Asset Account:

Sale Details:

Sale Proceeds:

Sale Date:

Revenue Account:

Voucher #